



## Information for visiting teachers and group leaders to the Danny in Liverpool

**Location:** Canning Dock, Liverpool, L3 4AX (opposite the Merseyside Maritime Museum)

**Group visits:** In the autumn term, 2016, we offer the following options:

**Workshops:** £60 per class, based on class of approximately 30 pupils; 90 minutes, 5 workshops available in October 2016 on the dates listed. Workshop offer aimed at KS2 pupils in history and art and design, but can be adapted for KS1.

**Self-guided visits:** we will endeavour to facilitate requests by appointment

All proceeds from our educational visits go to maintaining *The Danny* and her education programmes. We are currently in receipt of Lottery Heritage Funding, which subsidises all education activities.

**Background:** Moored opposite the Merseyside Maritime Museum, the *Daniel Adamson* is the last operational steam tugboat and passenger tender in the UK. She was built in Birkenhead in 1903 and saved from the scrapyard by local volunteers in 2004. Finally restored to peak condition earlier this year, her history reflects and offers a vantage point from which to explore the history of the region.

From a life of towing river barges from Ellesmere Port into the thriving Port of Liverpool, and ferrying passengers when not on towing duties, the Danny went on to survive two world wars, and to become the official director's launch of the Manchester Ship Canal Company, hosting visits from kings, princes, sultans and ambassadors from across the world.

A visit allows children the chance to explore the physical environment of a working vessel, to understand the role such vessels played in the busy port life, and to begin to understand the significance of the waterways and ports in local history. It offers a wonderful opportunity for the children to explore historical continuity and change, cause and consequence, and to come to appreciate the escape the Danny has had from the inexorable forces that rendered its kind obsolete, and saw all steam tug tenders destroyed bar this one, which we are lucky enough to have on Merseyside.

### Partnership with National Museums Liverpool

A visit to our partner museums, the Merseyside Maritime Museum and the Museum of Liverpool complements the learning about local maritime history on the Danny. All visits to these museums, part of National Museums Liverpool, are free. National Museums Liverpool are great supporters and partners of the Danny, and are offering schools visiting the Danny the opportunity not only to visit the museums, but to book storage space for coats and bags, as well as lunchroom facilities where available.

To book a joint visit to one of the museums and workshop on board the Danny, **you will need to book with both organisations**. Please see the sections on booking your visit for complete information.



The steamship experience with a unique story

**Contents:**

1. Group visits
2. Booking your visit
3. On the day of your visit
4. On board *The Danny*
5. Emergency procedures
6. Risk assessments and legal information



## 1. School group visits

Details of the workshop we are offering for KS2, providing a focus for the local history topic on the national curriculum and on art and design, can be found **here** (embed link to pdf outlining the workshop).

We will also endeavour to accommodate self-directed group visits if requested. This will depend on the availability of the vessel at the times requested.

We strongly recommend that visiting school groups also book with National Museums Liverpool, to visit complementary exhibitions or workshops and to book cloakroom and lunchroom facilities. Please visit [here](http://www.liverpoolmuseums.org.uk/maritime/schools-groups/sessions/index.aspx) ( <http://www.liverpoolmuseums.org.uk/maritime/schools-groups/sessions/index.aspx>) for a list of learning sessions on offer at the Merseyside Maritime Museum, [here](http://www.liverpoolmuseums.org.uk/maritime/schools-groups/index.aspx) for information on self-guided visits to Merseyside Maritime Museum ( <http://www.liverpoolmuseums.org.uk/maritime/schools-groups/index.aspx>), and [here](http://www.liverpoolmuseums.org.uk/mol/learning/) ( <http://www.liverpoolmuseums.org.uk/mol/learning/>) for information on school visits to the Museum of Liverpool.

## 2. Booking your visit

Workshops on board the Danny in autumn term 2016 are available on the following dates:

Tuesday, 4 October, 10.15 – 11.45

Wednesday 5 October, 10.15 – 11.45

Monday 10 October, 10.15 – 11.45

Tuesday 11 October, 10.15 – 11.45

Wednesday 12 October, 10.15 – 11.45

We will also try to accommodate requests for self-directed visits where the vessel is available.

All visits must be booked in advance. We recommend you also book a visit to the Merseyside Maritime Museum or Museum of Liverpool, and book the use of cloakroom and lunchroom facilities you require at the same time. Visit their website [here](http://www.liverpoolmuseums.org.uk/maritime/schools-groups/) ( <http://www.liverpoolmuseums.org.uk/maritime/schools-groups/>) to find out about booking your visit to the Maritime Museum.

To book the Danny, please email the information below to **learning@danieladamson.co.uk**:

- the date of the workshop you wish to book – with alternatives if possible, OR suggested dates for a self-guided visit
- the estimated number in your group
- the school telephone number, address and postcode
- the name of the teacher in charge of the group
- the details for invoicing the school for payment (£60 per session)
- whether you have pupils with special needs we can cater for
- what you are booking for your group at our partner museums



We will confirm all bookings. Do check your booking confirmation form to make sure the details are correct. Please contact us if you do not receive written confirmation within two weeks of making your booking or if you have any queries.

Adult to student ratio We recommend the following ratio of adults to students:

- 1:4 for children of seven years and under
- 1:7 for children of eight years and above.

In line with current DfE guidelines, we reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15. Bring as many adult helpers as possible and share your preparation with them so they can help your pupils better. Students should remain with an adult at all times during the visit.

### 3. On the day of your visit

**Parking:** Coaches should drop off and pick up your group outside the former Dock Traffic Office/Granada Studios. Parking is available at Kings Dock. Pay-and-display parking for cars is available opposite the Dock Traffic Office and at Kings Dock.

**Arrival:** A member of the Danny learning team will meet you at 10.15 at the information desk of the Merseyside Maritime Museum to escort you to the Danny and to brief your group on key safety information, and on the organisation of the session before boarding.

The entrance to the Merseyside Maritime Museum is clearly identified by a large anchor opposite Canning Half-Tide Dock. When you enter the museum foyer, please sign in at the Information Desk with your booking confirmation for both the museum and for the Danny.

Please ensure you allow enough time to visit toilets etc. so that you can begin your session on time. Be aware that if you arrive late we may need to curtail your session because of other bookings.

**Access:** The Danny is moored at Canning Half Tide Dock, in front of the Merseyside Maritime Museum. Access is via the gangway. Unfortunately, The Danny is not wheelchair accessible. When on board, there are steps to negotiate which people with limited mobility may find challenging.

**Toilets:** There are toilets and wheelchair accessible toilets on all floors at the Merseyside Maritime Museum. Toilets on board *The Danny* are only for emergency use.

**Cloakroom:** There is no cloakroom in the museum or on board the Danny. You can book storage for coats, etc. in the nearby cooperage building in advance when you book your visit to the Merseyside Maritime Museum.

**Group lunchroom:** Accommodation for eating packed lunches is available from Merseyside Maritime Museum in the nearby cooperage building. This facility is allocated according to a timetable and must be booked in advance. Packed lunches can be taken to the lunchroom on arrival and left there until lunchtime.

**Photography:** Photography is allowed. We will ask for permission and provide image release forms if you are happy for your group to be photographed to document the sessions.



The steamship experience with a unique story

#### 4. On board the Danny

The workshop we offer for KS2 offers children three different entry points into exploring the history and design of the Danny. We will divide the class into three groups, and require 1-2 supervisors from your school to remain with each group. The Danny's learning assistants will facilitate the session, but you are responsible for your group's care and discipline throughout the visit. We will provide all workshop materials.

Please bring the minimum of personal belongings, coats, bags, etc onto the vessel, and take care not to block any circulation routes or fire exits and be aware that we may have to impose restrictions at busy times.

#### 5. Emergency procedures:

**Emergency alarm** – seven short blasts of the ship's horn and public address announcements

- Lead your group quickly and quietly to the prom deck gangway. The Danny's team will direct you.
- Do not stop to collect belongings.
- Lead your group down the gangway to the quayside. Avoid approaching fire engines.
- Do not re-enter the vessel for any reason.
- Staff will advise you when it is safe to return.

#### 6. Risk Assessment and legal stuff

While those in charge of groups visiting the Danny take ultimate responsibility for the health and safety of their groups, we recognise our legal obligations to provide a healthy and safe environment for all visitors. We also have in place:

- Codes of practice for procedures dealing with emergencies, first aid, incidents and accidents.
- Public liability insurance. Full details are available.
- A policy for the safeguarding of children, young people and vulnerable adults.

We have prepared the following risk assessment for the building your staff and children are visiting. Below is our assessment of risks for groups visiting the Danny:

		(S x L = Risk)									ASSESSED BY  Print name: Cathriona Bourke  Date: 19/07/2016  REVIEWED BY  Print name: Andrea Ward  Date: 07/08/2016					
HAZARDOUS  ACTIVITY	RISK BEING ASSESSED	SEVERITY  FATAL /MAJOR = 3  Loss / Disability = 2  Minor / Illness = 1			LIKELIHOOD  Certain / Very = 3  Reasonably = 2  Seldom/unlikely = 1			LEVEL OF RISK  6-9 = High (H)  4 = Medium (M)  1-3 =Low (L)			Is risk adequately controlled?	What further action can be taken to control the risk?	Residual Risk following implementa tion of Control Measure			
		1	2	3	1	2	3	L	M	H			L	M	H	
Boarding the vessel	Trips, slips			X	X			X			1. Deck crew to ensure gangway is secure before opening  2. Groups briefed on safe method of walking up the gangway		X			
Exploring the upper prom deck	Trips, slips, bumping against heavy resources			X	X			X			Groups briefed on safe negotiation of the companionway; on walking, not running; and briefed to stow their possessions to avoid trip hazards, to follow instructions on working with resources and not to touch/enter cordoned off areas.		X			
Walking on the main decks	Trips, slips, falling overboard			X	X			X			Groups briefed to walk carefully, especially if the decks are wet, and not to sit on the bulwarks.		X			
Accessing the upper and lower saloons	Trips, falling down trapdoors			X	X			X			Crew check all trapdoors are shut before opening to the public		X			

Accessing the engine and boiler room	1. Falls, 2. bumps to head 3. burns, 4. chemicals 5. secluded area 6. allergy to coal dust			X		X			X		1. Volunteer to oversee ladder. 2. PPE to be worn, 6 pupils max. 3. All furnace doors shut; guardrails in place 5. Chemicals locked away 5. All volunteers have DBS, sole volunteer never alone with pupils	1. Engine room visits not available for younger than year 5. 2. Teacher to decide in advance if his/her pupils are to have engine room visit	X		
Standing/moving around static vessel	Falls or trips due to vessel rolling as water levels rise			X	X			X			1. visitors briefed on safely going up/down stairs on board. 2. Harbourmaster shares information & crew respond				